

**United States Department of the Interior
BUREAU OF LAND MANAGEMENT
National Human Resources Management Center
Denver Federal Center, Building 50
P.O. Box 25047
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In Reply Refer To:
1400-430 (HR-220)P

September 25, 2000

EMS TRANSMISSION

Instruction Memorandum No. HR-2000-063
Expires 9/30/2001

To: BC, HR, NI, and RS Center Directors
and WO Field BIA Liaison Officer

From: Director, National Human Resources Management Center

Subject: FY 2000 Employee Performance Plan and Results Report (EPPRR)
and FY 2001 Individual Training Plans DD: 11/30/00

Program Area: Employee Performance and Training

Purpose: This Instruction Memorandum (IM) serves as a reminder the performance appraisal cycle for Fiscal Year 2000 ends September 30, 2000. It also provides information for submitting completed EPPRRs and FY2001 Individual Training Plans.

Policy/Action: Please submit completed EPPRRs and Individual Training Plans to Human Resources by November 30, 2000.

The performance appraisal cycle for FY 2000 ends on September 30, 2000. All supervisors and managers are required to discuss summary ratings with subordinates and submit the ratings to this office no later than November 30, 2000. Procedures for completing the EPPRR and the EPPR form DI-2002, Employee Performance Plan and Results Report (EPPRR) are attached.

In addition, managers and supervisors should use this opportunity to discuss employee training needs, and to prepare Individual Training Plans (ITPs) with their employees. Details regarding this process are attached. Forms will be provided to Center Director's secretaries for further distribution.

Questions regarding the EPPRRs may be directed to Lenna Gerwing at (303) 236-6667, and questions regarding ITPs should be directed to Ricki Stephenson at (303) 236-6690.

Please provide copies of this Instruction Memorandum to your supervisors and administrators.

Signed by:
Linda D. Sedbrook
Director, NHRMC

Authenticated by:
Darlene Robitaille
Secretary

2 Attachments

- 1 - Procedures/Forms for Fiscal Year 2000 Performance Ratings (1 p)
- 2 - Fiscal Year 2001 Individual Training Plans (3 pp)

Distribution

RS-150A, BLM Library

Please refer to the following procedures in completing the Performance Plan and Results Reports for Fiscal Year 2000 ending September 30, 2000.

1. Use only the Department of Interior Form DI-2002, dated December 1997.
2. Review the established performance plan for each of your employees and any documentation or personal notes you may have kept during the rating period. If applicable, also refer to any written comments you may have received for your employees for specific assignments which may have been prepared by other supervisors.
3. Determine whether the critical results have been accomplished and evaluate how well the employee performed in all three areas of the performance indicators and incorporate that information into the overall rating for each critical result. Rate the employee as either "Achieved" or "Not Achieved" for each critical result.
4. In the event the employee did not have an opportunity to perform a critical result, no rating should be assigned, and the words "Not Rated" should be written on the appropriate line.
5. Assign a summary rating of "Results Achieved" or "Results Not Achieved." A summary rating of "Results Achieved" means the employee has met the performance expectations for each critical result. Narrative comments are not required for a "Results Achieved" rating, but may be included in the space provided on the form.

A summary rating of "Results Not Achieved" means the employee did not meet the performance expectations for one or more critical result(s), which requires written explanation specifically describing the performance deficiencies. **If a rating of "Results Not Achieved" is proposed, contact Lenna Gerwing at (303) 236-6667 as soon as possible for additional information and assistance prior to completing the draft rating of elements.**
6. Discuss the performance appraisal rating with the employee. After completion of the discussion, Part IV must be signed and dated. If a rating of "Results Achieved" is given a signature by the reviewing official is not necessary.
7. Send the entire group of completed performance plan reports for employees in your organization to the National Human Resource Management Center, Employee/Labor Relations and Employee Development (HR-220) no later than **Thursday, November 30, 2000.**

FISCAL YEAR 2000 INDIVIDUAL TRAINING PLANS

Introduction

As part of this FY 99 Performance Appraisal process, supervisors and managers are asked to complete an FY 00 Individual Training Plan (ITP) for each employee. This process is logical since during a performance appraisal meeting the employee is evaluated on the positive aspects of his/her work performance, as well as those areas in which the employee's performance needs to be improved and/or enhanced.

Individual Training Plan

The ITP allows the supervisor and employee to identify the training which best meets the need. This planning promotes better employee development and efficient use of our training dollars. The ITP merely projects the individual training which is identified for FY 2000. However, it may be modified to meet the changing training needs of the organization.

Training should be prioritized to ensure that the most important developmental needs are provided. If the employee has an Individual Development Plan, it should also be considered when developing the ITP. The priorities for scheduling and funding training are as follows:

1. Training necessary to improve an employee to a "Results Achieved" on his/her critical elements. This training should be documented in the employee's Performance Improvement Plan. Training determined necessary to accomplish satisfactory performance should also be provided.
2. Training necessary to accomplish Annual Work Plan (AWP) objectives.
3. Training necessary to meet the changing needs of the organization.
4. Training projected under a formal training agreement (i.e., upward mobility training plans).
5. Training necessary to enhance employee performance in current job.
6. Other developmental training.

These priorities need to be entered on the training form.

Training Course Materials

Staff assistants will receive a package with all necessary materials to complete the individual training plans. This package will include instructions, appropriate catalogs/lists of many government-provided courses, and the ITP form.

The package will include the web site addresses for an FY 2001 National Independent Study Center catalog; the Technology Information Center computer course catalog; an FY 2001 catalog for Dallas Region USDA Graduate School courses, and the schedule of Denver Learning Center (DLC) FY 2001 classes.

The National Human Resources Management Center (NHRMC) is available to provide you with any assistance you may need in location training courses. Information regarding government, college, and private vendors is available at the NHRMC Training Office.

Course Nominations

A. National Training Center (NTC)

Information regarding NTC courses was previously sent to each Center by NTC. NTC nominations should be made according to the instructions found at

<http://www.ntc.blm.gov/courses/enroll.html>

All NTC nominations should be entered on the ITP form so that NHRMC can track nominations throughout the year.

B. Denver Learning Center

HR-220 will collate DLC course nominations from ITPs and submit the nominations to DLC when the selected training is presented. Selected employees and their supervisors will be notified by email of course details approximately three weeks before the course date. Supervisors will continue to receive course announcements for new DLC courses as soon as they are available.

C. Academic/Vendor offered training

This type of training will need an SF-182 to nominate employees. If the vendor accepts credit cards, after supervisory approval, purchase the training directly and document it on a five-part training form. Also, use the 5-part form for no cost training.

D. Computer Courses

Computer courses from the USGS Technology Information Center or other outside sources should be entered on the ITP whether dates have been selected or not. Internal computer courses taught in Building 50 should be utilized whenever possible but should not be entered onto the ITP. All training, especially computer courses, will be reviewed by HR-220 to see if a Centers-wide approach to training delivery would be cost effective. All nominations will also be reviewed for appropriateness.

A copy of each employee's ITP is due to the NHRMC (HR-220) by close of business **Thursday, November 30, 2000.**

For any assistance regarding this process contact Ricki Stephenson, Training Officer, at (303) 236-6690.